

**STATEMENT OF WORK**  
**Tree/Shrub Pruning (660)**  
**Minnesota**

**These deliverables apply to this individual practice. For other planned practice deliverables refer to those specific Statements of Work.**

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## **DESIGN**

### **Deliverables:**

1. Design documents that demonstrate criteria in NRCS practice standard have been met and are compatible with planned and applied practices.
  - a. Practice purpose(s) as identified in the conservation plan
  - b. List of required permits to be obtained by the client
  - c. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
    - i. Determination of woody plants to be treated to achieve intended purpose(s)
    - ii. Minimum and maximum crown/branch removals by individual plant types and species
    - iii. Mitigation measures (e.g., slash and debris disposal) to minimize wildfire hazard and attraction of pests
2. Written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. Documentation of needed operation and maintenance.
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations.
  - a. Sign Legal Responsibilities Certification form if requested by NRCS.
5. Design modifications during installation as required.
6. Complete Tree/Shrub Pruning Job Sheet form as appropriate.

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## **INSTALLATION**

### **Deliverables**

1. Pre-application conference with client.
2. Verification that client has obtained required permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Application guidance as needed.
5. Facilitate and implement required design modifications with client and original designer.
6. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
7. Certification that the application process and materials meet design and permit requirements.

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## **CHECK OUT**

### **Deliverables**

1. Records of application.
  - a. Extent of practice units applied
  - b. Mitigation measures used and applied
2. Certification that the application meets NRCS standards and specifications and is in compliance with permits.
  - a. Sign Legal Responsibilities Certification form if requested by NRCS.
3. Sign hard-copy of Form CCC-1245 if requested by NRCS.
4. Record progress reporting as required; submit print-out of screen as requested.

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## **REFERENCES**

- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Tree/Shrub Pruning, 660
- NRCS National Forestry Handbook (NFH), Part 636.4
- NRCS National Forestry Manual (NFM), Title 190
- NRCS National Planning Procedures Handbook
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook

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- US Forest Service Publication NA-FR-01-95 "How to Prune Trees"
- US Forest Service Publication NA-FR-01-96 "How to Recognize Hazardous Defects in Trees"